



STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES

P.O. Box 803
Trenton, New Jersey 08625-0803



APPLICATION FOR ADMISSION TO AN EXAMINATION FOR A MUNICIPAL CLERK CERTIFICATE

(N.J.S.A. 40A:9-133 et seq.)

A check or money order in the sum of \$50 payable to the "State Treasurer" must accompany this application.

THE APPLICATION FEE IS NOT REFUNDABLE

This application must be filed with the Division of Local Government Services not less than (30) days prior to the announced date of the examination. (See Page 4 for instructions.)

Application of: _____ (_____)
First Middle Last (County of Residence)

Home Address: _____
Street City State Zip Code

Telephone Number: Work () _____ Home () _____

1. Date and Place of Birth: _____

Mo. Day Yr.

City

State

Country

2. Are you a citizen of the United States?

Yes

☐

No

☐

Born

☐

Naturalized

☐

If you are a naturalized citizen, state when and where naturalized:

3. Give names and addresses of 2 persons not related to you who will furnish references as to your moral character.

A. _____

B. _____

4. Have you ever been convicted of any crime?

Yes

☐

No

☐

If YES, state details as to each conviction giving the date thereof, nature of crime, court in which conviction was entered, and sentence imposed:

5. High School Education (See Instruction No. 5)

A. Name and location of last high school attended: _____

B. Did you receive a diploma representing graduation from high school?

Yes

☐

No

☐

Year graduated: _____

C. If the answer to Question 5B is NO, do you possess a high school equivalent certificate approved by the State Commissioner of Education?

Yes

☐

No

☐

State in which issued: _____

Date of issue: _____

6. College Education (Proof of at least two years of college education must accompany this application. (See instruction no. 6)

A. Name and location of college or university attended and dates of attendance:

College/University	Location	From Month/Year	To Month/Year

B. Did you graduate? No ☐ Yes ☐ Degree(s) attained:

7. Listing of experience (see instruction no. 7). All experience must be certified (see attached certification). Describe full-time experience in county or municipal government, stating name of employer, the dates of such employment, and the exact nature of the duties performed. Duties performed while holding the official title of municipal clerk need not be described. Duties while holding the title of Deputy Clerk, Assistant Clerk, etc. must be described. (Note: Credit for experience listed below may be allowed on a year-for-year basis in lieu of attendance at a college or university. If additional space is needed, attach rider.)

Municipality: _____	County: _____
Title: _____	From: _____ To: _____
Duties:	

Municipality: _____	County: _____
Title: _____	From: _____ To: _____
Duties:	

8. If you are holding the office of municipal clerk on the date of this application complete the following: (See instruction no. 8)

A. Municipality: _____ County: _____
B. Date you officially took office: Month: _____ Day: _____ Year: _____
C. When does your term of office expire? Month: _____ Day: _____ Year: _____
D. Total number of years in office as municipal clerk: _____

9. I have satisfactorily completed and received a certificate for the training courses designated below. Please attach a copy of each certificate of completion received. (See instruction no. 9.)

	Location	Instructor	Year
Introduction to the Duties of the Municipal Clerk:			
Advanced Duties of the Municipal Clerk:			
Local Election Administration:			
Information and Records Management:			
Municipal Finance Administration:			

DOES YOUR CHECK OR MONEY ORDER IN THE AMOUNT OF \$50 PAYABLE TO THE
"STATE TREASURER" ACCOMPANY THIS APPLICATION?

Yes ☐ No ☐

10. I have received the Registered Municipal Clerk designation from Rutgers University and therefore claim exemption from the examination requirement. (See instruction no. 10.)

☐ Yes (please attach a copy of the certificate)

☐ No

DECLARATION OF APPLICANT:..... I certify that the responses made in this application are correct and complete.

DATE: _____

SIGNATURE: _____

CERTIFICATION OF DUTIES RELATIVE TO A MUNICIPAL CLERK

(See instruction no. 11)

Please have the supervisor in the county or municipal unit of government fill in the information below certifying that you performed the duties of the position(s) listed in Section 7 on a full-time basis, and for the time period(s) listed. If you are currently in the position of municipal clerk, then your immediate supervisor (mayor, council president, etc.) should complete this form. If you acquired the full-time experience in more than one governmental unit, then you must have this section completed for each governmental unit.

If you are qualifying on the basis of completion of at least two years of college education, this section need not be completed. You may make additional copies of this certification if so needed.

I, _____, *(Print Name)*, certify that _____, *(Print Name)*

has performed the duties for the corresponding position listed herein, and for the time period listed.

(Date)

(Signature)

(Title)

(Governmental Unit)

WHO MAY FILE AN APPLICATION

1. Any person, whether or not appointed as a municipal clerk, who satisfies the requirements listed below may file an application:
 - a. Applicant must be at least 21 years of age;
 - b. Applicant must be a citizen of the United States;
 - c. Applicant must be of good moral character;
 - d. Applicant must have obtained a certificate or diploma issued after at least four years of study at an approved secondary school or have received an academic education considered and accepted by the Commissioner of Education as fully equivalent;
 - e. Applicant must have completed at least two years of education at an institution of higher education of recognized standing. Full-time work experience in county or municipal government performing duties relative to those performed by a municipal clerk may be substituted on a year for year basis;
 - f. Applicant shall present proof of completion of the following courses offered through Rutgers, the State University or similar courses offered at a college or university approved by the Division of Local Government Services.
 - i. Introduction to the Duties of the Municipal Clerk
 - ii. Advanced Duties of the Municipal Clerk
 - iii. Local Election Administration
 - iv. Information and Records Management
 - v. Municipal Finance Administration

OR

SEE SECTION 10

HOW TO FILE

2. One copy of the application must be completed, signed and certified. All questions must be answered fully. A check or money order in the sum of \$50 payable to the "Treasurer, State of New Jersey, must be attached; do not send cash. Necessary proofs, copies of certificates or other documentation must be attached. An application shall not be deemed to be filed unless the form is properly completed and the fee and proofs attached.

An application may be filed at any time. However, to be eligible for the examination, a complete application must be received at least 30 days prior to the announced date of the examination.

The completed application should be mailed to the:

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF LOCAL GOVERNMENT SERVICES
CERTIFICATION UNIT
P.O. Box 803
TRENTON, NJ 08625-0803**

3. Upon review of the application, the Director of Local Government Services may require filing of additional statements, proofs or documentation.

COMPLETING FORM

4. Sections 1 - 4
In Sections 1 - 4 applicant will supply information relating to citizenship, age and moral character.
5. Section 5
In Section 5 applicant will supply information relating to high school education. Persons desiring information relating to

high school equivalent certificates may secure information by writing to the:

**DEPARTMENT OF EDUCATION
DIVISION OF ADULT EDUCATION
G. E. D. TESTING
P.O. Box 500
TRENTON, NJ 08625-0500**

6. Section 6 -- In Section 6 applicant will supply information relating to college education. If the number of years of college education reported in Section 6 is less than four years, a transcript of applicant's academic record must be submitted with the application. If applicant has graduated from college or received an Associate's Degree, proof of achievement must be submitted with the application. Proof may consist of a diploma, a reproduction thereof, a verified true copy thereof, or a transcript of applicant's academic record.

If the number of years of college education reported in Section 6 is less than two years applicant must report equivalent work experience in county or municipal government in Section 7.
7. Section 7 -- In Section 7 applicant will supply information relating to full-time experience in county or municipal government in the performance of duties relative to those performed by a municipal clerk. Credit for such experience may be allowed on a year-for-year basis in lieu of attendance at a recognized university or college. Care should be taken to supply sufficient detail to permit an accurate determination of equivalence. Information supplied is subject to verification and must be complete and accurate.

An applicant seeking equivalent credit for work as a municipal clerk must supply the required information in this section, except that he or she need not describe duties performed as a municipal clerk.

An applicant seeking equivalent credit for performing duties or work similar to a municipal clerk's but not as a municipal clerk must supply information in this section. For the purposes of this application, "experience in the duties of the municipal clerk" shall be deemed to include:

- a. Experience as a duly appointed municipal clerk;
- b. Full-time experience in a technical or administrative capacity in a municipal clerk's office, other than as a duly appointed clerk;
- c. Full-time employment in county or municipal government performing duties relative to those of a municipal clerk.
8. Section 8 -- Applicant will complete Section 8 if he is actually holding the position of municipal clerk. The applicant will state the name of the municipality in which he is presently serving, and supply information indicated under subsections B., C., and D. In answering subsection D, in the event of broken service in holding the office of municipal clerk, the applicant will include only the number of years which he officially served as municipal clerk.
9. Section 9 -- In Section 9 applicant will supply information relating to satisfactory completion of training courses for municipal clerk. Completion of a course will be indicated by entering the location at which the course was given, the name of the instructor, the year in which the course was completed and a copy of the certificate of completion for each course.
10. Section 10 -- If applicant has received the Registered Municipal Clerk designation from Rutgers University a copy of the certificate should be attached to the application. If the applicant received such designation between 1977 and May 31, 1985 certification as a municipal clerk can be awarded without examination. If qualifying pursuant to this section, the required fee is \$25.